



CHCS, PO Box 899  
OXFORD  
OX1 9QG  
Tel: 0333 2102427  
[enquiries@chcs.org.uk](mailto:enquiries@chcs.org.uk)  
[www.chcs.org.uk](http://www.chcs.org.uk)

## Website Privacy Policy

### Key details

- Policy prepared by: CHCS Council
- Approved by CHCS CLG on: 16 December 2015
- Policy became operational on: 16 December 2015
- Next review date: 16 December 2016

### What is this Privacy Policy for?

This privacy policy is for this website [www.chcs-clg.org.uk](http://www.chcs-clg.org.uk) served by CHCS CLG and governs the privacy of its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

### The Website

This website is hosted on the proprietary platform, "Wild Apricot" (<http://www.wildapricot.com>). Its developers take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience.

### Use of Cookies

This website uses cookies to better the users' experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device. For more information on the Cookie Policy of the Wild Apricot system, please see: <http://help.wildapricot.com/display/DOC/Cookies+policy>.

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

### Contact & Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 1998. Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk.

This website and its owners use any information submitted to provide you with further information about the products / services they offer or to assist you in answering any questions or queries you may have submitted. For members of CHCS this includes using your details to subscribe you to our email newsletter program and sending you notifications about our events and training courses. This is by no means an entire list of your user rights in regard to receiving email marketing material. Your details are not passed on to any third parties.

## **Email Information Programme**

CHCS operates an email newsletter program, used to inform members of CHCS about the latest developments within the Society, and other matters relating to chemical hazard communication.

Subscriptions are taken in compliance with UK Spam Laws detailed in the Privacy and Electronic Communications Regulations 2003. All personal details relating to members are held securely in our proprietary Membership & Events Management system, located on an SSL-protected server at <https://chcs-clg.org.uk>, and in accordance with the Data Protection Act 1998. No personal details are passed on to third parties nor shared with companies / people outside of CHCS. Under the Data Protection Act 1998 you may request a copy of personal information held about you by CHCS. You can see this yourself by visiting <https://chcs-clg.org.uk/> logging in and choosing "View profile". If you would like a copy of the information held on you please send an email to the address shown at the top of this policy.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by no far a comprehensive list].

This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to un-subscribe at any time through an automated system. This process is detailed at the footer of each email campaign. If an automated un-subscription system is unavailable clear instructions on how to un-subscribe will be detailed instead.

## **External Links**

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text or image links to other websites.)

CHCS CLG cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## **Adverts and Sponsored Links**

This website does not contain sponsored links or adverts.

## **Social Media Platforms**

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will never ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do

so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

### **Shortened Links in Social Media**

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls (web addresses), e.g. to something like: <http://bit.ly/zyVUBxo>.

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.